



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT AUTHORIZATION TO USE MICROCOMPUTER EQUIPMENT	POLICY NO. 302.3	EFFECTIVE DATE 10/01/89	PAGE 1 of 1
APPROVED BY: Original signed by: ROBERTO QUIROZ Director	SUPERSEDES 102.1 7/13/89	ORIGINAL ISSUE DATE 7/13/89	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To ensure that access to Department of Mental Health (DMH) microcomputer equipment is limited to authorized personnel.

POLICY

- 2.1 Access to and usage of the microcomputer system will be limited to authorized DMH personnel. Non-DMH personnel are prohibited from using DMH microcomputers (temporary personnel excluded).
- 2.2 Authorization shall be granted by the DMH facility's Director, Chief, Program Head, etc. or his/her designee, e.g., PC Coordinator.
- 2.3 Authorization shall be limited to DMH personnel assigned to the facility or section where the microcomputer system is maintained and DMH personnel who have been trained in microcomputer usage by either the facility's PC Coordinator, MIS Microcomputer staff, or through DMH sanctioned training workshops or DMH personnel who demonstrate the knowledge and ability to appropriately use the microcomputer system.
- 2.4 DMH personnel authorized at other facilities or units, who wish to use another facility's microcomputer system, must request that facility's permission prior to usage.

PROCEDURE

- 3.1 Each DMH facility will maintain a listing of its staff who are authorized to use the microcomputer system.
- 3.2 MIS Microcomputer Applications Unit personnel or the unit's PC Coordinator will assist with authorization by training DMH personnel on security awareness and the basic care and general operation of microcomputers.

AUTHORITY

County Fiscal Manual, Section 12.1.2
Auditor Controller ICCP Audit, 1988